



USAID | AFGHANISTAN

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Solicitations open to: Afghan Nationals Only
Position Title: Project Management Specialist (ODG)
Type of vacancy: Single
Opening date: May 15, 2016
Closing date: May 29, 2016
Work hours: 40 hours (Full time)
Position Grade: FSN-10
Vacancy announcement #: USAID/306/16/44/ODG

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as **Project Management Specialist (ODG)** under a personal services contract, as described in the attached solicitation.

BASIC FUNCTION OF THE POSITION:

Under the general supervision and technical guidance of the Office of Democracy and Governance (ODG) Technical Team Leader, the employee serves as a program manager, Contracting/Agreement Officer Representative (COR/AOR) and the Mission's professional specialist. Work involves the full range of consultative, advisory, monitoring, management, data collection, analysis and evaluative services across the country.

The incumbent is also responsible for designing, managing and evaluating multi-million dollar USAID initiatives promoting democracy and governance that are politically viable, cost effective, and respond effectively to areas of greatest need and potential. As such, the employee must be knowledgeable about and committed to the role democracy and governance plays in a democratic system and must be effective in obtaining the willing agreement, cooperation and support of relevant counterparts in the country. Counterparts include, but are not limited to, U.S.; international; and indigenous non-governmental organizations/private voluntary organizations (NGOs/PVOs); international donors; Afghanistan government officials; and legal professionals.

MAJOR DUTIES AND RESPONSIBILITIES:

A. PROGRAM/PROJECT DESIGN AND MANAGEMENT:

The incumbent manages assigned democracy assistance activities or selected components of complex democracy projects, which are underway in the country; prepares the scope of work and illustrative budget for new and follow-on activities, evaluations, and other related efforts; reviews and comments on technical and cost proposals and work plans by prospective and existing implementing partners; prepares and/or reviews specifications for commodity procurement; monitors performance through site visits, written reports, management of a third party monitoring mechanism, and regular communication with implementers and recipients. The incumbent identifies delays and problems with democracy projects and formulates pragmatic solutions; documents findings and follow-up actions in monitoring reports; researches and provides implementers with information or appropriate guidance on USAID regulations and how to comply with them; monitors project accruals and disbursements; prepares authorizations for signature of responsible superiors. Consistent with the overall Mission strategy, the incumbent independently

cultivates/maintains contacts and dialogue with local partners, Afghan government officials as well as non-governmental organizations (NGOs) groups in the country. The dialogue with these contacts will be used by the employee to monitor the legal and political environment for democracy and when appropriate, to advocate reforms in polices to strengthen democracy and to curtail good governance. Within the framework of guidelines provided by the Democracy Officer, the incumbent conducts negotiations with relevant counterparts in Afghanistan regarding the design, development and implementation of Democracy and Governance activities and programs, and the types and amounts of support to be provided by each party.

B. MISSION STRATEGY:

The incumbent assists the Democracy Officer in reviewing all Mission activities for compliance with U.S. laws, USAID regulations and policies, international law, and bilateral international agreements between the U.S. Government and host country government; analyzes the policy documents of government and non-governmental organizations of Afghanistan and other donors operating in the country to identify “targets of opportunity” for future USAID interventions in support of democracy and good governance in order to minimize duplication of efforts. On the basis of USAID policy and program objectives, the incumbent prepares technical and policy analyses to evaluate trends in the development of democratic culture - the USAID Mission's Democracy and Governance objective. The incumbent contributes directly to the drafting of annual and semi-annual performance reviews, notifications to Congress, and other required reports as assigned. On a selected basis, provides reporting and analysis on initiatives, programs and activities outside of the Democracy and Governance portfolio. As requested, the incumbent briefs officials from the United States and Afghanistan along with contractor representatives on the state of democracy development, needed reforms, counterpart actions, constraints and other related issues. The incumbent drafts technical justifications for new activities and for changes to ongoing activities and programs. These drafts cover economic, political, cultural and social factors; assistance objectives and methodology; and needed inputs and expected results. Activities include research and writing, as well as substantive participation in program planning and implementation mission wide.

C. COUNTRY ANALYSIS AND PROGRAM REPORTING:

The incumbent analyses and reports on aspects of democracy assistance activities in Afghanistan relating to democracy and good governance. Using published and unpublished sources, and, where necessary, conducting research of a qualitative and/or quantitative nature, the incumbent assesses the impact of new developments and interventions regarding democracy assistance in assigned areas. On the basis of contacts and research findings, the incumbent advises ODG staff on program and project strategies and technical approaches, analyses the policy statements and plans of the government and non-governmental organizations of Afghanistan and other donors operating in the country to inform USAID programming. The incumbent contributes to the drafting of annual and semi-annual performance reviews, notifications to Congress, briefing memoranda and other required reports, as assigned; May serve as site officer or control officer for site visits by senior U.S. Government officials. As requested, the incumbent briefs officials from the United States and Afghanistan along with contractor representatives on the state of democracy development, needed reforms, and needed counterpart actions, constraints and other related issues; participates in strategy and program reviews as a full member of the ODG; comments on other activity managers' project documents, as requested; drafts and solicits comments from other members for their consideration and approval. The incumbent serves, as assigned, as the DG member on Mission teams overseeing other strategic objectives or cross-cutting issues, which interact with democracy assistance objectives. As requested, the incumbent interacts with other technical offices and provides substantive input on DG issues.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: A Bachelor's degree in Political Science, Law, Public Policy and Administration, International Development, Journalism, Democracy and Human Rights, Economics is required. (Educational requirement must be met at the time of application for the subject position).

Work Experience: A minimum of three (3) years of relevant work experience that demonstrates increasing responsibility in elections monitoring, civil society advocacy, community development, donor assistance, political party activity of Afghan Government national provincial and local government agencies with a demonstrated knowledge of the local conditions and capacities of Afghanistan, and/or experience which demonstrates increasing responsibility in managing, analyzing, coordinating, and guiding significant analytical and project management efforts in the democracy and governance field is required. (Work experience requirement must be met at the time of application for the subject position).

Language: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required (English language ability will be tested).

Knowledge: A thorough knowledge and understanding of the political situation and the legal sector in Afghanistan. resulting an a comprehensive understanding of 1) the economic, political, and cultural characteristics, and 2) the social problems, resources, and development prospects/priorities for Afghanistan is required. Incumbent must have a good knowledge, or the potential to acquire knowledge, of USG legislation relating to development assistance; USAID programming policies, regulations, procedures and documentation; and of the objectives, methodology, and status of the program and projects to which assigned.

Skills and Abilities: The incumbent must have ability to obtain, analyze and evaluate a variety of data and to organize/present it in concise written and oral form; independently plan, develop, manage and evaluate important and complex programs and projects; and furnish information and advice in assigned areas with detachment and objectivity. The incumbent must be able to independently establish and maintain contacts with senior-level Ministerial officials of the Afghan government and with important persons in the non-governmental arena in order to explain and defend USAID project and program policies, objectives and procedures and to transmit and interpret host country government and non-governmental sector attitudes and concerns to senior USAID officials.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a Subject line: **Project Management Specialist (DG) (ODG 1644).**

ANY/ALL application submissions after the closing date of May 29, 2016 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment (AE) as a Locally Employed Staff (DS-174)**
http://kabul.usembassy.gov/job_opportunities2.html and/or
<http://www.state.gov/documents/organization/136408.pdf>.
3. **A current resume or a curriculum vita that provides the same information found on the DS-174 form.**

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS-174 will be required in order to advance in the process.)

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.

- Ø No in-person appointments or telephone calls will be entertained.
- Ø Female candidates are strongly encouraged to apply.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**